

<p style="text-align: center;">CITY OF BEAVERTON Plans Reviewer- Engineering</p>
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General Summary

Review site construction plans for commercial, industrial, multi-family and subdivisions for compliance with all standards, codes, ordinances and zoning requirements. Approve or deny plans.

Key Distinguishing Duties

Overall responsibility for the plan review and site inspections of engineering site construction projects.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Review engineering site construction plans for commercial, industrial, multi-family and subdivisions for compliance with all standards, codes, ordinances and zoning requirements. Calculate and collect fees for site development permits. Review engineering design calculations and review easements, dedications and quitclaims for legal descriptions.
2. Conduct site inspections as needed.
3. Approve or deny plans for issuance. Identify plan deficiencies and notify applicants of required alterations. Work with applicants to resolve problems. Determine the value of the site development permit fees and approve site permits.
4. Perform computer-aided design and drafting (CADD).
5. Assist with the review and propose revisions to update City engineering standards.
6. Participate in pre-development and facility review meetings addressing code issues or plan deficiencies.
7. Provide technical assistance to the public and construction representatives on code questions plan review and processes. Assist applicants in completing the site development permit process.
8. Maintain and file applications, documentation and records. Enter plans review information into computer system. Initiate plan check letters as required.
9. Coordinate with other divisions and governmental agencies related to commercial, industrial, multi-family, and subdivision projects.

10. Participate in division operational processes including procedure development and implementation.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behaviors and creative problem resolution. Focus on producing high quality results.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

Other Functions

1. Represent the Senior Engineer-Site Development in his/her absence.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety standards practices, principles, techniques and work procedures related to engineering construction inspection.
- ◆ Advanced knowledge of federal, state and local codes, ordinances, rules, laws and regulations governing engineering plan review for single and multiple family dwellings, commercial and industrial projects.
- ◆ Advanced knowledge of practices and principles of structural, civil and geotechnical engineering, inspection, construction, or landscape architecture, including public safety as related to site development review.
- ◆ Advanced knowledge of federal, state and local codes, ordinances, rules, laws and regulations governing civil engineering, construction and inspection.
- ◆ Working knowledge of geotechnical engineering including hydrology as related to site development review.

- ◆ Working knowledge of state and local plumbing and electrical codes, ordinances, rules. Laws and regulations as related to site development plan review.
- ◆ Basic knowledge of state and local plumbing and electrical codes, ordinances, rules, laws and regulations.
- ◆ Basic knowledge of the practices and principles of land surveying.
- ◆ Basic knowledge of new construction provisions of the fire code as they relate to site development plan review.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related site development plan review.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to read blueprints and plans specifications.
- ◆ Strong ability to use engineering and architect measuring tools.
- ◆ Strong ability to interpret construction plans and specifications.
- ◆ Strong ability to determine whether plans meet requirements.
- ◆ Strong ability to assess structural integrity of public structures.
- ◆ Strong ability to assess capacity of public facilities.
- ◆ Advanced ability to maintain complete and accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to monitor several complex projects and paperwork simultaneously.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor's degree in civil engineering technology or related field and 2 years experience in engineering plan review or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Fundamental Engineer or Engineer in training desirable.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; occasional lifting between 20 and 50 pounds; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional work outdoors in inclement weather and traffic zones; occasional operation of a motor vehicle on public roads; occasional response to emergency conditions off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibration and heights; occasional exposure to electrical current; occasional crouching, crawling, bending, kneeling and use of protective gear or clothing.

Classification History

As of 10/97: Engineering Technician III

New class specification title 1/98: Engineering Technician III

New class specification title 6/98: Plans Reviewer-Engineering

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date